



USAID/Jamaica
Monitoring and Evaluation Specialist (PEPFAR)
Foreign Service National Position Description

1. BACKGROUND

Jamaica has made significant strides in its response to the HIV/AIDS epidemic by showing a 42% decline in new infections (UNAIDS Gap report 2014) and is also on track to meet the regional elimination goal of under 2% mother to child transmission of HIV. USAID/Jamaica is part of the President's Emergency Plan for AIDS Relief (PEPFAR) Caribbean Regional HIV and AIDS Program (CRP), which strives to reduce HIV transmission in the Caribbean region and increase the proportion of people living with HIV who are virally suppressed. Most of the CRP's financial and technical support is aimed at reaching key populations (KPs) – men who have sex with men (MSM), sex workers (SW), and transgendered population (TG) – in Jamaica, Suriname, and Trinidad and Tobago. The focus will be to strengthen core activities along the HIV continuum of care where gaps have been identified including recognizing HIV positive MSM, SW, and TG earlier and improving rates of linkage to and retention in care to reduce stigma and discrimination. The PEPFAR program takes a data driven approach that strategically targets geographic areas and populations where it can have the most impact on the HIV/AIDS epidemic and implements evidence-based interventions for key populations at greatest risk in areas with the highest incidence of HIV/AIDS.

2. BASIC FUNCTION OF POSITION

The incumbent will serve as part of USAID/Jamaica's PEPFAR team in the Office of Environment and Health, as the HIV/AIDS subject matter expert for monitoring and evaluation (M&E) and other strategic information (SI) related tasks pertaining to HIV/AIDS activities. Bringing his or her specialized technical knowledge and work experience in public health, surveillance, evaluation strategies and research methodology, s/he will be responsible for the collection and quality assurance of USAID/Jamaica's HIV/AIDS related project and financial data. The incumbent will also be responsible for assisting in the ongoing refinement of the monitoring and evaluation plan for reporting to the Office of the Global AIDS Coordinator (OGAC) and USAID and for leading the implementation of the M&E plan in Jamaica.

The incumbent will monitor PEPFAR project objectives supported by USAID/Jamaica, using PEPFAR data management systems such as Site Improvement through Monitoring Systems (SIMS), and Data for Accountability Transparency and Impact (DATIM) (online platform), Expenditure Analysis (EA) and the Sustainability Index Dashboard (SID). Furthermore, the incumbent will provide technical guidance to 1) increase the capacity of all USAID partners to be able to report reliably; 2) ensure all data reported to OGAC and USAID is of high quality; 3)

actively apply the principles outlined in the USAID Evaluation Policy; and 4) manage the monitoring and evaluation of USAID PEPFAR activities.

3. MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1) customer focus; 2) results orientation; 3) empowerment and accountability; 4) teamwork and participation; and 5) valuing diversity.

In consultation and collaboration with the USAID/Jamaica PEPFAR team and implementing partners, the incumbent leads all M&E activities, such as developing and monitoring project evaluation indicators, preparing the Monitoring, Evaluations and Report (MER), and recommending strategies and methodologies for use by the USAID/Jamaica PEPFAR team and implementing partners. The incumbent must ensure that strategies fulfill both USAID and PEPFAR quarterly and annual reporting requirements, including timely, adequate and technically sound results monitoring and evaluation.

Project Management (50%)

- a) Guides the USAID/Jamaica PEPFAR team with planning, designing, and implementing evaluation plans. Takes the lead in managing evaluations and supports the implementation of findings of relevance for all activities.
- b) Leads SI discussions during quarterly project reviews with the PEPFAR Oversight Accountability Response Team (POART). Management of SI is critical to gauge the progress of interventions to determine whether the project is on track to achieve development objectives and assess the relative cost of achieving programmatic results.
- c) Works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements. Advises on specific measurement techniques appropriate for projects.
- d) Supports USAID/Jamaica PEPFAR research-related tasks, as assigned. For example, more research is needed to determine strategies, messaging and project methodologies to effectively reach key populations to prevent the spread of HIV.

- e) Assists USAID staff and partners in preparing contributions to the monitoring portion of reports through consultations and specialized training, including preparing technical narratives for the Annual Program Results (APR). Works with USAID staff and partners to ensure the understanding of performance monitoring systems, such as SIMS/DATIM /EA.
- f) Guides efforts to streamline and standardize partner reporting efforts through dialogue on reporting processes and the routine monitoring of the quality, accuracy, and consistency of reporting.
- g) Leads in data collection and analysis, training of USG staff and USAID partners in PEPFAR M&E protocols and tools and assists in the dissemination of information for timely utilization by OGAC, PEPFAR related USG agencies, implementing partners, and key stakeholders.

Data Management Systems (40%)

- a) Utilizes appropriate data management systems to monitor health objectives and indicators for HIV/AIDS prevention, treatment and care activities.
- b) Analyzes quarterly programmatic data entered by implementing partners into PEPFAR's Data for Accountability Transparency and Impact (DATIM) online platform.
- c) Reviews annual financial data submitted by implementing partners for the Expenditure Analysis (EA) and the Sustainability Index Dashboard (SID).
- d) Provides assistance to the PEPFAR team in interpreting data on indicators, targets and results.
- e) Responds to requests from regional and national partners for information and technical assistance on M&E strategies for HIV/AIDS prevention, treatment and care activities.

Overall Project Support (10%)

- a) Assists the USAID/Jamaica PEPFAR team with administrative support with office tasks, requests, demands, processes, etc.
- b) Responds to other PEPFAR related duties as assigned by Mission management, the Director of the Office of Environment and Health and/or the Senior HIV/AIDS Technical Advisor.

4. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A Bachelor's degree in one of the following disciplines: Health Sciences; Social Sciences; Applied Mathematics or a strongly related discipline is required. Possession of an advanced degree (Masters level or above) in the field of public health, epidemiology, demography, social or behavioral science or related field is desirable.

Prior Work Experience: The incumbent should have at least three years of progressive and responsible experience in public health at the local, national, regional or international levels that entailed responsibility for public health project activities. The incumbent should also have experience in the use of measurement methods required for M&E of health projects, including quantitative and qualitative research and analysis. Expertise in supporting health projects related to HIV or health systems strengthening would be an asset. Working with and facilitating training for community-based organizations is desirable. Experience working with U.S. Government agencies, international development organizations, or on PEPFAR-funded projects is also desirable.

Post Entry Training: Post-entry training related to PEPFAR policies, procedures, systems and formats will be provided. Additional USAID and/or other appropriate training may be provided based on availability, job relevance, and availability of funding as identified in the yearly Work Development Plan (WDP), as agreed upon with his/her supervisor.

Language Proficiency (level and specialization): Level IV. Fluency in speaking, reading and writing English is required. Incumbent must be able to prepare well-written briefing documents, presentations, project reports and correspondence in a professional manner. S/he should be able to effectively convey in speech and writing, findings and recommendations from the M&E data received and analyzed.

Job Knowledge:

- Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and usage is required.
- High level of competency in managing data information and evaluations of large scale health or HIV/AIDS activities is required.
- Knowledge of public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of development projects is required.
- Knowledge of data management processes and tools, including web-based database systems is required.

Skills and Abilities:

- Strong skills in project monitoring, interpretation and evaluation of data are required.
- Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with implementing partners and both national and international working partners to prepare required reports.
- Strong computer literacy especially with Word and Excel software to create and edit charts, tables, graphs and presentations, in addition to the effective use of email and the Internet are required.
- Ability to use survey indicators, monitoring systems and evaluation designs.
- Ability to effectively gather, interpret, and report on data obtained from a variety of sources, including competent use of reliable and valid instruments.
- Ability to facilitate training workshops and present technical SI data in a clear and concise manner to audiences with varying degrees of knowledge/experience in the area of M&E.
- Ability to operate successfully in a team environment and to work independently.
- Excellent interpersonal skills.

5. POSITION ELEMENTS

Supervision Received: The incumbent reports directly to the Senior HIV/AIDS Technical Advisor in the Office of Environment and Health (OEH). The Supervisor will establish work objectives, prepare the annual performance evaluation report and establish priorities with input from the incumbent and other USAID staff. The incumbent must be able to perform both routine and more substantive duties with minimum guidance. Specific instructions will be given for new or unusual assignments. The incumbent will work closely with the PEPFAR staff and use his/her own initiative to prioritize routine requirements and follow through on assignments, as agreed with the Supervisor.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: The incumbent will refer to generally accepted international monitoring and evaluation standards for global health delivery systems, PEPFAR and agency strategic objectives and operating provisions (including the Regional Operational Plan), the MER, project handbooks, appropriate cost principles and both U.S. Government and MOH rules, regulations, and policies issued both orally and in writing.

Exercise of Judgment: The incumbent is required to exercise judgment in setting work priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency health sector personnel and other development partners to resolve problems that arise during the course of work. In case of uncertainty, the incumbent must know

when to ask questions and when to seek further guidance and/or explanation from his/her Supervisor and other co-workers. In addition, considerable judgment is required in working effectively with implementing partners with the coordinating of M&E efforts in support of the PEPFAR strategic objectives.

Authority to Make Commitments: The incumbent has no authority to make commitments or commit U.S. Government funds on behalf of the U.S. Government, USAID/Jamaica.

Nature, Level and Purpose of Contacts: The incumbent must communicate well verbally and in writing with all U.S. Government agency employees, GOJ representatives, USAID/Jamaica personnel, staff on short-term Temporary Duty (TDY), VIP visitors, and counterpart personnel at all levels (including international development partners, implementing partners, and the private sector). Many contacts with GOJ officials, other U.S. Embassy personnel and/or implementing partners are substantive in nature, therefore, the incumbent must be sensitive to the necessity for discretion and confidentiality and to not commit the USG to a particular course of action.

Time Expected to Reach Full Performance Level: One (1) year.